



675 U.S. Courthouse, 801 Broadway, Nashville, Tennessee 37203

June 19, 2002

TENNESSEE BULLETIN NO. 250-02-3

SUBJECT: FNM – Use of Government Credit Cards

Purpose: To remind employees of the responsibilities associated with Government travel and purchase cards.

Expiration Date: September 30, 2003

All permanent employees should have a Government-issued Bank of America travel card. The Travel and Transportation Reform Act (Public Law 105-264) requires mandatory use of this charge card for all official Government travel performed by employees. New employees who may not yet have a travel card should contact their Administrative Coordinator for an application form.

The Government travel card is ONLY for official travel and travel related expenses away from the official duty station. Personal expenses such as meals at local restaurants, personal travel, flowers, clothing, and other items of a personal nature from retail stores are NOT to be charged on the Government card.

Employees are also reminded of their responsibility to pay the full balance due each month on the account. This is true whether or not you have filed a travel voucher and received reimbursement. However, the timely submission of travel vouchers should ensure that you have the funds available to pay the full amount due.

Use of the travel charge card for personal gain (e.g., purchase of personal items or ATM withdrawals for personal use) and/or failure to pay the Bank of America bill in a timely manner may subject the employee to disciplinary action.

Employees who have a Government-issued purchase card are also reminded that items of a personal nature are NOT to be purchased with this card. Division Administrative Coordinators and the Management Services Officer in Tennessee review all purchases within their area of responsibility to ensure that only those goods and services needed for Official NRCS Use are charged to the Government Purchase Card.

Purchase Card users are reminded of the importance to reconcile your online account statements regularly. This ensures that all purchases are properly accounted for in the agency financial system. If you have any questions about this process, please contact your reviewing official.

/s/ SUSAN M. HOPKINS
State Administrative Officer